

Date

RE: Official Request to remove _____ from
_____ Community Advisory Committee.

Dear _____

I am writing to officially request that the _____
initiate proceedings to remove _____ from the
_____.

_____ is currently ineligible to continue serving for the following reason(s):

- _____ has a conflict of interest as outlined in _____.
- _____ has failed to complete required initial orientation and training as outlined in _____.
- _____ has resigned from the _____ community advisory committee effective _____.
- _____ has failed to adhere to _____ community advisory committee bylaws adopted effective _____.
- _____ has failed to attend _____ CAC scheduled business meetings since _____.
- _____ has failed to participate in required facility visitation since _____.
- _____ other reason for ineligibility: See attached documentation.

This an **official request to the** _____ **Board of Commissioners to remove**
_____ **from any further service with the**
_____.

Documentation to support this request for removal is attached. Questions or requests for additional information may be directed to _____
_____. *My contact information is* _____
_____.

I appreciate your prompt response to this request.

Sincerely,

Cc: